

JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
SECRETARY

1. JOB TITLE: SECRETARY

2. DEFINITION: The full-time position of Secretary requires an individual who is capable of exercising good judgment, who possesses secretarial skills for the efficient operation of the office activities, and the personal disposition generally required of people who work well with the public and other employees. The employee will be responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act. As Non-Safety Sensitive, the employee is subject to reasonable suspicion, post accident (incident), return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee will operate a telephone, typewriter, adding machine, personal computer, printer, copy machine, fax machine, calculator, miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Murfreesboro Police Department. Work is performed indoors. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Answers the telephone, directs calls, accurately answers inquiries, and takes messages.
- b. Accurately prepares, types, mails, copies, faxes, proofreads and files correspondence, reports and other documents.
- c. Makes arithmetic calculations rapidly and accurately on 10-key full business calculator.
- d. Maintains files on all departmental employees.
- e. Ability to know and follow city personnel policies and regulations.
- f. Maintains confidentiality about information learned on the job.
- g. Sits, stands, bends, stoops, and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Delivers correspondence/documents to other departments.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Be a minimum of twenty-one (21) years of age.
- b. High school diploma or GED equivalent required.
- c. Must have legal authorization to work in the United States of America.

- d. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- f. Excellent typing skills, at least 50 WPM is preferred.
- g. Knowledge of or ability to learn the computer software systems of the Murfreesboro Police Department, that include: Excel, Access, PowerPoint, Print Shop, Publisher, Streets 98, Microsoft Word, COPS, and Microsoft Mail, and Gemini and METOVA payroll processing.
- h. Literacy in English with the ability to understand and carry out oral and written instructions.
- i. Knowledge of or the ability to learn policies and procedures of the Murfreesboro Police Department.
- j. Ability to retrieve and file documents.
- k. Must have a good reputation for and ability to maintain confidentiality and honesty.
- l. Possess the ability to perform occasional overtime.
- m. Possess the ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- n. Possess the ability to perform the duties of the position for an entire workday.
- o. Must pass a pre-employment background investigation.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Ability to perform a variety of tasks simultaneously or in rapid succession.
- r. Temperament and good judgment to effectively communicate and deal with the public and department employees on a daily basis, both by phone and personal contact.
- s. Ability to build and maintain harmonious, cooperative and productive relationships with co-workers.
- t. Maintains accurate time sheets and submits them to a designated supervisor in a timely manner.

Non-Exempt
Non-Safety Sensitive
August 20, 2008